#  Streaming Video Workflow (Draft)

* Selector will submit ER Request form for the streaming video title (There is an option under “Resource type” called “Individual streaming video title”)
* Selector should provide additional information as below in the ER Request form, if available.
* Name and email address of specific vendor contact, if available (field: Vendor Contact Info)
	+ Required if price quote given is different than what is listed on order forms
* If price quote is different than that listed on order forms, include ordering instructions (i.e. download special order form [link], must call vendor at [phone number], etc.) (field: Additional Information)
* Link to license/terms & conditions page (if known), information about what license type is being requested if applicable (i.e. 3-year vs. perpetual) (field: Additional Information)
* Detailed information about specific conditions of acquisition: e.g. expect to receive DVD or will receive link to download, etc. (field: Additional Information)
* Electronic Resources Management Coordinator (ERMC) will create ERM record for license and acquisition purposes. Access will not be provided through ERM.
* Selection Workgroup approve/disapprove title. ER Request form will be updated by them.
* If title is approved, CSCO will review the license terms and conditions if required. Once the license process is completed, CSCO will update the ER Request form.
* ERMC will forward the ER Request form to Mono Order & Receive (MOR) unit to create and process the order.
* MOR unit will create a brief bibliographic order record in Sierra and notify ERMC.
* ERMC will update the ER Request form.
* Selector/Media Librarian will get the notification about access/streaming URL/digital file or MOR unit will receive DVD and will send it to Media Librarian for streaming.
* MOR will process the invoice, update the order record, and notify ERMC.
* ERMC will update the ER Request form.
* Once the title is streamed, Media Librarian will notify ERMC with the URL of a streaming video.
* ERMC will update status of ER Request form, and add a reminder/tickler in the ERM if the vendor is not providing perpetuity rights for the title.
* ERMC will notify Video cataloger about video being streamed with its URL.
* Video cataloger will catalog the title, and add a link to the record.

SJ 10/29/2013